

MOBIUS Course Outline

Overview of MOBIUS

Navigation Techniques

Modifying the Display

Changing the Font

Moving Columns

Copying Columns

Hiding Columns

Freezing Columns

Exporting Data and Creating Policies

Export data into Excel

Load an existing policy

Create a policy

Export the policy data into Excel

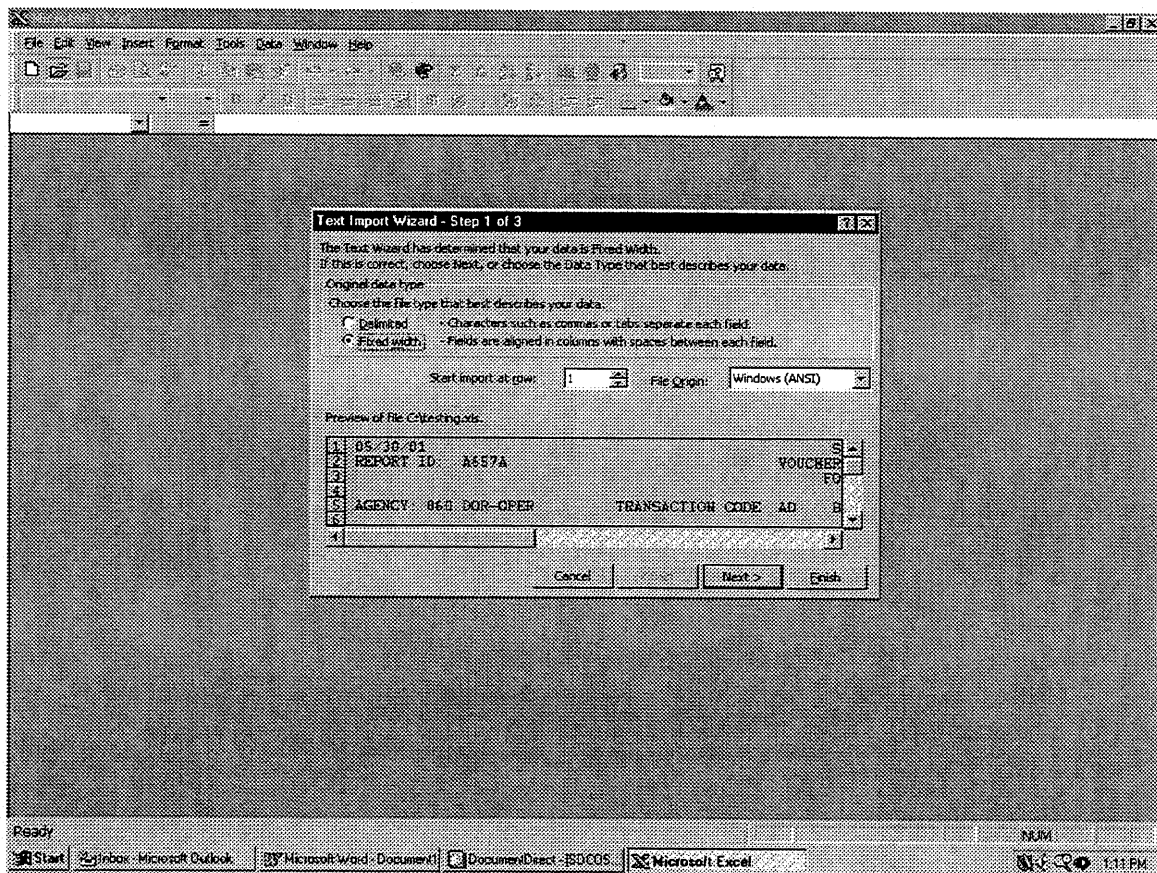
Scripts

Create a script

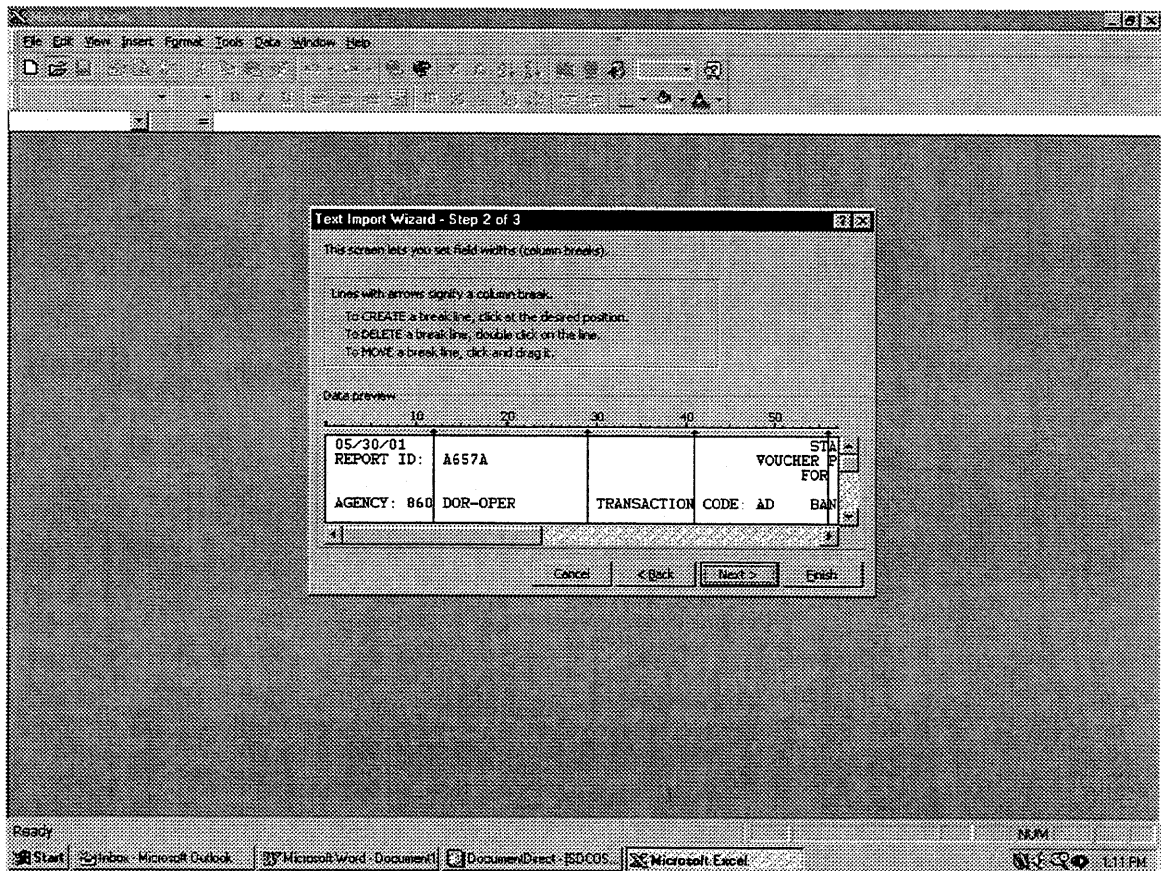
Run the script

Printing

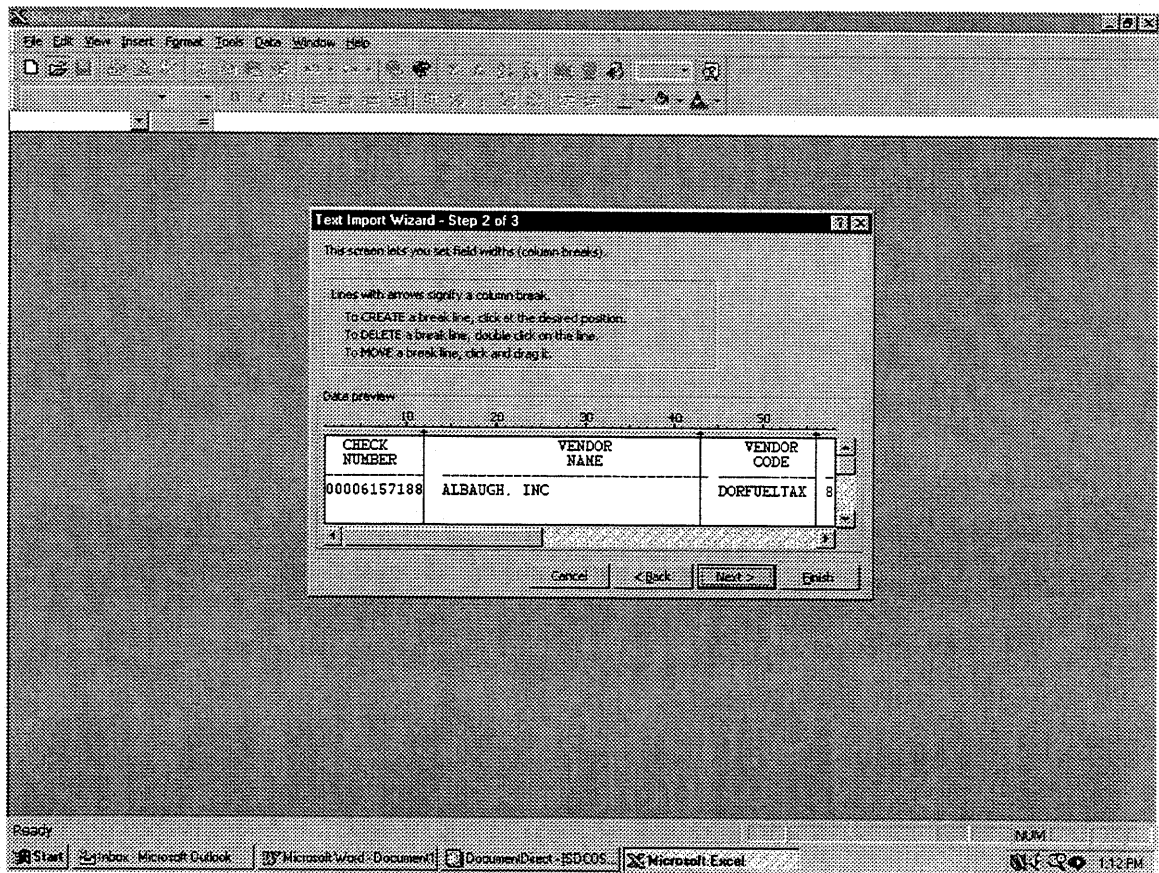
Print dialog box



If the data is separated into columns Fixed Width is the correct choice. Click on the Next button.



In the Step 2 of the Wizard the column breaks can be manipulated. To delete a column break double click on the line representing the break. To create a break single click in the area to place the column break. To move a column break click and drag the line. Click on the Finish button.



In Step 2 on the wizard proofread the column breaks. If changes need to be made click on the Back button. If the column breaks are correct click on the Finish button.

Microsoft Excel - testing

File Edit View Insert Format Tools Data Window Help

Font: Arial, Size: 10, Bold, Italic, Underline, Text Color, Background Color, Borders, Number Format, Language, Orientation, Font Face, Font Size, Font Weight, Font Style, Font Color, Background Color, Borders, Number Format, Language, Orientation, Font Face, Font Size, Font Weight, Font Style, Font Color, Background Color, Borders, Number Format, Language, Orientation, Font Face, Font Size, Font Weight, Font Style, Font Color, Background Color, Borders, Number Format, Language, Orientation, Font Face, Font Size, Font Weight, Font Style, Font Color, Background Color, Borders, Number Format, Language, Orientation, Font Face, Font Size, Font Weight, Font Style, Font Color, Background Color, Borders, Number Format, Language, Orientation, Font Face, Font Size, Font Weight, Font Style, Font Color, Background Color, Borders, Number Format, Language, Orientation, Font Face, Font Size, Font Weight, Font Style, Font Color, Background Color, Borders, Number Format, Language, Orientation, Font 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This is an example of exporting all the data from the report. The header information needs modified and the Payment Amount is listed twice, once for the voucher entry and once for the check total.

Microsoft Excel - testinc

File Edit View Insert Format Tools Data Window Help

100%

Arial 10

	A	B	C	D	E	F	G	H	I	J	K	L
1												
2												
3	CHECK	VENDOR	PAYMENT									
4	NUMBER	NAME	AMOUNT									
5												
6	6157188	ALBAUGH, INC	11,116.81									
7			11,116.81									
8												
9	6157189	ALLARD, BARBARA	34									
10			34									
11												
12	6157190	ALLEN, DENNIS E	17									
13			17									
14												
15	6157191	AUG, CHARLES D	31.11									
16			31.11									
17												
18	6157192	BARKLEY, JAMES	51									
19			51									
20												
21	6157193	BARKLEY, JAMES	142.01									
22			142.01									
23												
24	6157194	BEAMER HANDLE CO INC	43.33									
25			43.33									
26												
27	6157195	BEISLY OIL CO	340									
28			340									
29												
30	6157196	BERDEAVY, ROBERT H	180.86									
31			180.86									
32												
33	6157197	BERTRAM, FRED	149.7									
34			149.7									

Ready

Start Outlook Microsoft Word Document Document - SD COS Microsoft Excel - testinc

1:13 PM

In this example the report header information has been hidden. The Check Number, Vendor Name and Payment Amount are the only columns chosen to export, the remaining columns were hidden before the export.

DocumentDirect - [SDCOS15.state.mo.us: A657ATR [20010531120000]]

File Edit View Script Policy Options Window Help

Load Policy
Edit/Create Policy

05/30/01
REPORT ID: A657A

STATE OF MISSOURI
VOUCHER PAYMENT CHECK REGISTER BY AGENCY
FOR CHECKS WRITTEN 05/31/01

PAGE 1

AGENCY: 860 DOR-OF ION CODE: AD BANK: 00 CENTRAL BANK, JEFFERSON CITY BANK ACCOUNT 1005039910

CHECK NUMBER		VENDOR CODE	VOUCHER NUMBER	VOUCHER DATE	CHK CAT	VENDOR INVOICE	PAYMENT AMOUNT
00006157188	ALBAU	DORFUELTX	863QR100013504	05 29 01		V14501NF130	11,116.00
					TOTAL FOR CHECK:		11,116.00
00006157189	ALLAF	DORFUELTX	863V14501MF045	05 25 01		V14501NF0045	34.00
					TOTAL FOR CHECK:		34.00
00006157190	ALLEN, DENNIS E	DORFUELTX	863V14501MF038	05 25 01		V14501NF0038	17.00
					TOTAL FOR CHECK:		17.00
00006157191	AUG, CHARLES D	DORFUELTX	863V14501MF070	05 25 01		V14501NF0070	31.00
					TOTAL FOR CHECK:		31.00
00006157192	BARKLEY, JAMES	DORFUELTX	863V14501MF067	05 25 01		V14501NF0067	51.00
					TOTAL FOR CHECK:		51.00
00006157193	BARKLEY, JAMES	DORFUELTX	863V14501MF104	05 25 01		V14501NF0104	142.00
					TOTAL FOR CHECK:		142.00
00006157194	BEAMER HANDLE CO INC	DORFUELTX	863V14501MF027	05 25 01		V14501NF0027	43.00
					TOTAL FOR CHECK:		43.00
00006157195	BEISLY OIL CO	DORFUELTX	863V14501MF097	05 25 01		V14501MF0097	340.00
					TOTAL FOR CHECK:		340.00
00006157196	BERDEAVY, ROBERT H	DORFUELTX	863V14501MF050	05 25 01		V14501NF0050	180.00
					TOTAL FOR CHECK:		180.00
00006157197	BERTRAN, FRED	DORFUELTX	863V14501MF044	05 25 01		V14501NF0044	149.00
					TOTAL FOR CHECK:		149.00

Session: 860A000 Pg 1 of 12

Start Explorer Microsoft Outlook Microsoft Word - Document1 DocumentDirect - [S...

12:52 PM

A policy will allow you to extract just the data you need before you export into an external application such as Excel. In our next exercise we will load an existing policy and show you the results when we export into Excel.

To begin using an existing policy it is necessary to load that policy. Click on the Policy option on the menu bar and choose Load Policy. Then open the policy you want to load.

You will not see a difference on the report display until you choose to Edit the policy. Edit mode will allow you to see what fields have been placed in the policy and how the fields are related.

DocumentDirect - [SDCOS15.state.mo.us: A657ATR [20010531120000]]

05/30/01
REPORT ID: A657A

STATE OF MISSOURI
VOUCHER PAYMENT CHECK REGISTER BY AGENCY
FOR CHECKS WRITTEN 05/31/01

AGENCY: 869 DOR-OPER TRANSACTION CODE: 10 BANK: 00 CENTRAL BANK, JEFFERSON CITY BANK ACCOUNT 1005039910

CHECK NUMBER	VENDOR NAME	VENDOR CODE	VOUCHER NUMBER	VOUCHER DATE	CHK CAT	VENDOR INVOICE	PAYMENT AMOUNT
00006157188	ALBAUGH, INC	DORFUELTX	863QR100013504	05 29 01		V14501NF130	11,116.61
						TOTAL FOR CHECK:	11,116.61
00006157189	ALLARD, BARBARA	DORFUELTX	863V14501NF045	05 25 01		V14501NF0045	34.00
						TOTAL FOR CHECK:	34.00
00006157190	ALLEN, DENNIS E	DORFUELTX	863V14501NF038	05 25 01		V14501NF0038	17.00
						TOTAL FOR CHECK:	17.00
00006157191	AUG, CHARLES D	DORFUELTX	863V14501NF070	05 25 01		V14501NF0070	31.11
						TOTAL FOR CHECK:	31.11
00006157192	BARKLEY, JAMES	DORFUELTX	863V14501NF067	05 25 01		V14501NF0067	51.00
						TOTAL FOR CHECK:	51.00
00006157193	BARKLEY, JAMES	DORFUELTX	863V14501NF104	05 25 01		V14501NF0104	142.01
						TOTAL FOR CHECK:	142.01

Field Window

- * Level 1
- * Level 2
- * Level 3

Group Window

* Vendor

Sample Window

ALBAUGH, INC	11,116.61
ALLARD, BARBARA	34.00
ALLEN, DENNIS E	17.00
AUG, CHARLES D	31.11
BARKLEY, JAMES	51.00
BARKLEY, JAMES	142.01
BEAVER HANDLE CO INC	43.33

Section: 869AD08 Pg 1 of 12 Policy: A657A

Start -> Symbol - Microsoft Outlook -> Microsoft Word - noturn -> DocumentDirect - IS -> Microsoft Excel - settings -> Untitled - Paint

2:50 PM

The report display should have several viewing changes. There will be an additional toolbar appear that is specific to the policy window. The fields in the policy have boxes drawn around them as a highlighting mechanism. There will be three additional windows appear at the bottom of the window. The field window shows information regarding each field created in the policy. The group window gives information regarding the groups created in the policy. The sample window shows the information that will be exporting using this group in the policy.

DocumentDirect - [SDCDS15.state.mo.us: A657ATR [20010531120000]]

05/31/01 Add Field REPORT ID: A657A

STATE OF MISSOURI
VOUCHER PAYMENT CHECK REGISTER BY AGENCY
FOR CHECKS WRITTEN 05/31/01

AGENCY: 860 DOR-OPER TRANSACTION CODE: AD BANK: 00 CENTRAL BANK, JEFFERSON CITY BANK ACCOUNT 1005039910

CHECK NUMBER	VENDOR NAME	VENDOR CODE	VOUCHER NUMBER	VOUCHER DATE	CHK CAT	VENDOR INVOICE	PAYMENT AMOUNT
00006157188	ALBAUGH, INC	DORFUELTAX	863QR100013504	05 29 01		V14501NF130	11,116.00
						TOTAL FOR CHECK:	11,116.00
00006157189	ALLARD, BARBARA	DORFUELTAX	863V14501NF045	05 25 01		V14501NF0045	34.00
						TOTAL FOR CHECK:	34.00
00006157190	ALLEN, DENNIS E	DORFUELTAX	863V14501NF038	05 25 01		V14501NF0038	17.00
						TOTAL FOR CHECK:	17.00
00006157191	AUG, CHARLES D	DORFUELTAX	863V14501NF070	05 25 01		V14501NF0070	31.00
						TOTAL FOR CHECK:	31.00
00006157192	BARKLEY, JAMES	DORFUELTAX	863V14501NF067	05 25 01		V14501NF0067	51.00
						TOTAL FOR CHECK:	51.00
00006157193	BARKLEY, JAMES	DORFUELTAX	863V14501NF104	05 25 01		V14501NF0104	142.00
						TOTAL FOR CHECK:	142.00

Field Wizard Group Windows Sample Windows

Level 1

Field Wizard

Page 1 of 12

Start Explorer Microsoft Outlook Microsoft Word Document DocumentDirect - JS...

12:54 PM

In our next exercise we will be creating the policy we loaded in our previous exercise. Before we begin we need to explain the levels of the fields.

Level 1 fields are report identifiers, such as the report name

Level 2 fields are field names or locators for the data fields

Level 3 fields are the actual data fields we want to extract

So let's begin by creating our Level 1 field. The first step to creating a field is to highlight the field in the report and click on the Add Field button on the policy toolbar. It is the second icon on the toolbar that has the ABC in red letters. When you select the Add field button you will enter a Field Wizard which will walk you through your field settings options.

05/30/01
REPORT ID: A557

STATE OF MISSOURI
VOUCHER PAYMENT CHECK REGISTER BY AGENCY
FOR CHECKS WRITTEN 05/31/01

AGENCY: 860 DOR-OPER

BANK ACCOUNT 1005039910

CHECK NUMBER	VENDOR NAME	PAYMENT AMOUNT
00006157188	ALBAUGH, INC	11,116.00
00006157189	ALLARD, BARBARA	11,116.00
00006157190	ALLEN, DENNIS E	34.00
00006157191	AUG, CHARLES D	34.00
00006157192	BARKLEY, JAMES	17.00
00006157193	BARKLEY, JAMES	17.00
		31.00
		51.00
		142.00

Field Wizard

Required: Enter the name of the field. It must begin with a letter and contain only letters and numbers.

Field Name:

Field Data Type:

- Currency
- Date
- Fixed Length Text**
- Number
- Variable Length Text

Optional: Specifying the logical coordinates (LPCD only)

☐ Use logical coordinates

Next Cancel Help

Field Window X Group Windows X Sample Window X

Level 1

Section: 95040.00 Pg 1 of 32

Start Outlook Microsoft Word Document DocumentDirect - JS

12:54 PM

The first setting window requires you to name your field. It will not allow blank spaces. The second area asks for the Data type. Since we highlighted the width of the report name and that length will not change we can choose Fixed length text. Click on the Next button.

05/30/01
REPORT ID: **05572**

STATE OF MISSOURI
VOUCHER PAYMENT CHECK REGISTER BY AGENCY
FOR CHECKS WRITTEN 05/31/01

AGENCY: 860 DOR-OPER TR

BANK ACCOUNT 1005039910

CHECK NUMBER	VENDOR NAME	PAYMENT AMOUNT
00006157188	ALBAUGH, INC	11,116.00
00006157189	ALLARD, BARBARA	34.00
00006157190	ALLEN, DENNIS E	17.00
00006157191	AUG, CHARLES D	31.00
00006157192	BARKLEY, JAMES	51.00
00006157193	BARKLEY, JAMES	142.00

Field Wizard

[Optional] Select if the field can contain all spaces.

[Required] Enter the number of characters per row and the number of rows for this field.

[Optional] The Match String List can be used to include or exclude specific strings. Select the appropriate option for using the string list. If the field is to be converted, enter the strings into the string list.

☐ Allow Blank Fields

String Length:

Number of Rows:

☒ Don't use match list

☐ Match any string in list

☐ Don't match any string in list

String List:

ADD A

< Back Next > Cancel Help

Field Wizard X Group Wizard X Sample Window X

Level 1

System: 860AD00 Pg 1 of 12

Start Inbox - Microsoft Outlook Microsoft Word - Document1 DocumentDirect - IS... 12:55 PM

The attributes window allows you to modify the string length and increase the number of rows for you report name. No modifications are necessary so click the Next button.

05/30/01
REPORT ID: **86572**

STATE OF MISSOURI
VOUCHER PAYMENT CHECK REGISTER BY AGENCY
FOR CHECKS WRITTEN 05/31/01

PAGE 1

AGENCY: 860 DOR-OPER

BANK ACCOUNT 1005039910

CHECK NUMBER	VENDOR NAME	PAYMENT AMOUNT
00006157188	ALBAUGH, INC	11,116.00
00006157189	ALLARD, BARBARA	11,116.00
00006157190	ALLEN, DENNIS E	34.00
00006157191	AUG, CHARLES D	17.00
00006157192	BARKLEY, JAMES	31.00
00006157193	BARKLEY, JAMES	51.00
		142.00

Field Wizard

Optional: If the field is found in a specific position, check the appropriate box and set the column and/or row position. Check the "Once Per Page" box to indicate that the field occurs only once per page.

☒ Use Fixed Column Column: **14**

☒ Use Fixed Row Row: **2**

☐ The Field Only Occurs Once Per Page

Optional: Add dependencies to the field by pressing the Add button. To change the dependency, select the field from the field column and then select the dependency from the dependency column.

Field	Dependency

< Back Next > Cancel Help

Field Window Group Window Sample Window

Level 1

Sachin: BSIAD01 Pg 1 of 12

Start Synbox Microsoft Outlook Microsoft Word - Document DocumentDirect - JS... 12:55 PM

The Dependencies window asks for the location of data in the report. MOBIUS needs the location so that it pulls up the correct data. The report name is always going to be in the same column and row so check both of the fixed column and fixed row options.

05/30/01
REPORT ID: **A6572**

STATE OF MISSOURI
VOUCHER PAYMENT CHECK REGISTER BY AGENCY
FOR CHECKS WRITTEN 05/31/01

AGENCY: 860 DOR-OPER

BANK ACCOUNT 1005039910

CHECK NUMBER	VENDOR NAME	PAYMENT AMOUNT
00006157188	ALBAUGH, INC	11,116.00
00006157189	ALLARD, BARBARA	34.00
00006157190	ALLEN, DENNIS E	17.00
00006157191	AUG, CHARLES D	31.00
00006157192	BARKLEY, JAMES	51.00
00006157193	BARKLEY, JAMES	142.00

Field Wizard

Required: Select the field level by either using the arrow keys in the level number box, or by selecting a related field from the field list.

Level Number: 1

Field: [Empty Box] Level: [Empty Box]

Buttons: < Back, Next >, Cancel, Help

Field Window X Group Window X Sample Window X

Level 1

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Since this is a report identifier this field is a Level 1. Click on the Next button

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STATE OF MISSOURI
VOUCHER PAYMENT CHECK REGISTER BY AGENCY
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PAGE 1

AGENCY: 860 DOR-OPER TR

BANK ACCOUNT 1005039910

CHECK NUMBER	VENDOR NAME	PAYMENT AMOUNT
00006157188	ALBAUGH, INC	11,116.00
00006157189	ALLARD, BARBARA	34.00
00006157190	ALLEN, DENNIS E	17.00
00006157191	AUG, CHARLES D	31.00
00006157192	BARKLEY, JAMES	51.00
00006157193	BARKLEY, JAMES	142.00

Field Wizard

Level 1
Position
row 2
column 14
Fixed Length Text
Size
Length 5
Row 1

< Back Finish Cancel Help

Field Window X Group Window X Sample Window X

Level 1

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The summary window shows the choices have made in the previous windows. The Back button allows you to make any changes before you leave the field window. Click on the Finish button.

DocumentDirect - [SDCDS15.state.mo.us: A657ATR [20010531120000]]

File Edit View Setup Policy Options Window Help

STATE OF MISSOURI
VOUCHER PAYMENT CHECK REGISTER BY AGENCY
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OS/30/01
REPORT ID: A657A

AGENCY: 860 DOR-OPER TRANSACTION CODE: AD BANK: 00 CENTRAL BANK, JEFFERSON CITY BANK ACCOUNT 1005039910

CHECK NUMBER	VENDOR NAME	VENDOR CODE	VOUCHER NUMBER	VOUCHER DATE	CHK CAT	VENDOR INVOICE	PAYMENT AMOUNT
00006157188	ALBAUGH, INC	DORFUELTX	863QR100013504	05 29 01		V14501NF130	11,116.6
						TOTAL FOR CHECK:	11,116.6
00006157189	ALLARD, BARBARA	DORFUELTX	863V14501NF045	05 25 01		V14501NF0045	34.0
						TOTAL FOR CHECK:	34.0
00006157190	ALLEN, DENNIS E	DORFUELTX	863V14501NF038	05 25 01		V14501NF0038	17.0
						TOTAL FOR CHECK:	17.0
00006157191	AUG, CHARLES D	DORFUELTX	863V14501NF070	05 25 01		V14501NF0070	31.0
						TOTAL FOR CHECK:	31.0
00006157192	BARKLEY, JAMES	DORFUELTX	863V14501NF067	05 25 01		V14501NF0067	51.0
						TOTAL FOR CHECK:	51.0
00006157193	BARKLEY, JAMES	DORFUELTX	863V14501NF104	05 25 01		V14501NF0104	142.0
						TOTAL FOR CHECK:	142.0

Field Window X Group Window X Sample Window X

Level 1

- reportname
- Fixed length text, length 5
- starts in row 2, column 14

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The information for the reportname field displays under Level 1 in the Field window.

DocumentDirect - [SDCOS15 state.mo.us: A657ATR [20010531120000]]

OS/3[Add Field] REPORT ID: A657A STATE OF MISSOURI VOUCHER PAYMENT CHECK REGISTER BY AGENCY FOR CHECKS WRITTEN 05/31/01 PAGE 1

AGENCY: 860 DOR-OPER TRANSACTION CODE: AD BANK: 00 CENTRAL BANK, JEFFERSON CITY BANK ACCOUNT 1005039910

CHECK NUMBER	VENDOR NAME	VENDOR CODE	VOUCHER NUMBER	VOUCHER DATE	CHK CAT	VENDOR INVOICE	PAYMENT AMOUNT
00006157188	ALBAUGH, INC	DORFUELTAX	863QR100013504	05 29 01		V14501NF130	11,116.00
						TOTAL FOR CHECK:	11,116.00
00006157189	ALLARD, BARBARA	DORFUELTAX	863V14501NF045	05 25 01		V14501NF0045	34.00
						TOTAL FOR CHECK:	34.00
00006157190	ALLEN, DENNIS E	DORFUELTAX	863V14501NF038	05 25 01		V14501NF0038	17.00
						TOTAL FOR CHECK:	17.00
00006157191	AUG, CHARLES D	DORFUELTAX	863V14501NF070	05 25 01		V14501NF0070	31.00
						TOTAL FOR CHECK:	31.00
00006157192	BARKLEY, JAMES	DORFUELTAX	863V14501NF067	05 25 01		V14501NF0067	51.00
						TOTAL FOR CHECK:	51.00
00006157193	BARKLEY, JAMES	DORFUELTAX	863V14501NF104	05 25 01		V14501NF0104	142.00
						TOTAL FOR CHECK:	142.00

Field Window Group Window Sample Window

- Level 1
 - reportname
 - Fixed length text, length 5
 - starts in row 2, column 14

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The next field that we want to create is our Vendor name level 2 field. Remember the purpose of the level 2 is to help identify where our Level 3 data can be located. The dashed line above the actual vendor name allows us to use this as an identifier.

Highlight the width of the column when you mark the dashed column.

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BANK ACCOUNT 1005039910

CHECK NUMBER	VENDOR NAME	PAYMENT AMOUNT
00006157188	ALBAUGH, INC	11,116.00
00006157189	ALLARD, BARBARA	34.00
00006157190	ALLEN, DENNIS E	17.00
00006157191	AUG, CHARLES D	31.00
00006157192	BARKLEY, JAMES	51.00
00006157193	BARKLEY, JAMES	142.00

Field Wizard

Required: Enter the name of the field. It must begin with a letter and contain only letters and numbers.

Field Name: vname

Field Data Type:

- Currency
- Date
- Fixed Length Text
- Number
- Variable Length Text

Required: Select one of the data types from the field data type list. The data type determines what type of data this field contains.

Optional: Specify using of the logical coordinates (LPTD only)

☐ Use logical coordinates

Next Cancel Help

Field Window

- Level 1
 - reportname
 - Fixed length text, length 5
 - starts in row 2, column 14

Group Window

Sample Window

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Name this field vname and since the column width was marked we can keep this field as a fixed length text. Click on the next button.

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STATE OF MISSOURI
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AGENCY: 860 DOR-OPER TR

BANK ACCOUNT 1005039910

CHECK NUMBER	VENDOR NAME	PAYMENT AMOUNT
00006157188	ALBAUGH, INC	11,116.00
00006157189	ALLARD, BARBARA	34.00
00006157190	ALLEN, DENNIS E	17.00
00006157191	AUG, CHARLES D	31.00
00006157192	BARKLEY, JAMES	51.00
00006157193	BARKLEY, JAMES	142.00

Field Wizard

Options: Select if the field contains all spaces.

☐ Allow Blank Fields

(Required) Enter the number of characters per row and the number of rows for the field.

String Length: 30

Number of Rows: 1

Options: The Match String List can be used to include or exclude specific strings. Select the appropriate option for using the string list. If the field is to be constrained, enter the strings into the string list.

☒ Don't use match list

☐ Match any string in list

☐ Don't match any string in list

String List:

Buttons: < Back, Next >, Cancel, Help

Field Window

- Level 1
 - reportname
 - Fixed length text, length 5
 - starts in row 2, column 14

Group Window

Sample Window

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Keep the default settings for this field in the Attributes window. Click on the Next button.

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STATE OF MISSOURI
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AGENCY: 860 DOR-OPER TR

BANK ACCOUNT 1005039910

CHECK NUMBER	VENDOR NAME	PAYMENT AMOUNT
00006157188	ALBAUGH, INC	11,116.00
00006157189	ALLARD, BARBARA	34.00
00006157190	ALLEN, DENNIS E	17.00
00006157191	AUG, CHARLES D	31.00
00006157192	BARKLEY, JAMES	51.00
00006157193	BARKLEY, JAMES	142.00

Field Wizard

Optional: If the field is found in a specific position, check the appropriate box and set the column and/or row position. Check the "Once Per Page" box to indicate that the field occurs only once per page.

☒ Use Fixed Column Column: 15

☒ Use Fixed Row Row: 10

☐ The Field Only Occurs Once Per Page

Optional: Add dependencies to the field by pressing the Add button. To change the dependency, select the field from the field column and then select the dependency from the dependency column.

Field	Dependency

Add

< Back Next > Cancel Help

Field Window

- Level 1
 - reportname
 - Fixed length text, length 5
 - starts in row 2, column 14

Section: 860AD00 Pg 1 of 12

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Since this field will be located in the same column and row click on both of those options. Click on the Next button.

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STATE OF MISSOURI
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AGENCY: 860 DOR-OPER

BANK ACCOUNT 1005039910

CHECK NUMBER	VENDOR NAME	PAYMENT AMOUNT
00006157188	ALBAUGH, INC	11,116.00
00006157189	ALLARD, BARBARA	34.00
00006157190	ALLEN, DENNIS E	17.00
00006157191	AUG, CHARLES D	31.00
00006157192	BARKLEY, JAMES	51.00
00006157193	BARKLEY, JAMES	142.00

Field Wizard

Select the field level by either using the arrow keys in the level number box, or by selecting a related field from the field list.

Level Number: 1

Field: reportname

Level: 1

Field Window: Level 1
reportname
Fixed length text, length 5
starts in row 2, column 14

Group Window: X

Sample Window: X

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This field is going to help MOBIUS locate the actual vendor name data so this will be a level 2 field. To increase the setting to 2 you may use your mouse and click on the up arrow or use your up arrow on your keyboard. Click on the Next button.

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BANK ACCOUNT 1005039910

CHECK NUMBER	VENDOR NAME	PAYMENT AMOUNT
00006157188	ALBAUGH, INC	11,116.00
00006157189	ALLARD, BARBARA	34.00
00006157190	ALLEN, DENNIS E	17.00
00006157191	AUG, CHARLES D	31.00
00006157192	BARKLEY, JAMES	51.00
00006157193	BARKLEY, JAMES	142.00

Field Wizard

Level 2
Position
row 10
column 15
Fixed Length Text
Size
Length 30
Rows 1

< Back Finish Cancel Help

Field Window

- Level 1
 - reportname
 - Fixed length text, length 5
 - starts in row 2, column 14

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Click on the Finish button after reviewing the summary information.

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STATE OF MISSOURI
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AGENCY: 860 DOR-OPER TRANSACTION CODE: AD BANK: 00 CENTRAL BANK, JEFFERSON CITY BANK ACCOUNT 1005039910

CHECK NUMBER	VENDOR NAME	VENDOR CODE	VOUCHER NUMBER	VOUCHER DATE	CHK CAT	VENDOR INVOICE	PAYMENT AMOUNT
00006157188	ALBAUGH, INC	DORFUELTX	863QR100013504	05 29 01		V14501NF130	11,116.6
						TOTAL FOR CHECK:	11,116.6
00006157189	ALLARD, BARBARA	DORFUELTX	863V14501MF045	05 25 01		V14501NF0045	34.0
						TOTAL FOR CHECK:	34.0
00006157190	ALLEN, DENNIS E	DORFUELTX	863V14501MF038	05 25 01		V14501NF0038	17.0
						TOTAL FOR CHECK:	17.0
00006157191	AUG, CHARLES D	DORFUELTX	863V14501MF070	05 25 01		V14501NF0070	31.0
						TOTAL FOR CHECK:	31.0
00006157192	BARKLEY, JAMES	DORFUELTX	863V14501MF067	05 25 01		V14501NF0067	51.0
						TOTAL FOR CHECK:	51.0
00006157193	BARKLEY, JAMES	DORFUELTX	863V14501MF104	05 25 01		V14501NF0104	142.0
						TOTAL FOR CHECK:	142.0

Field Window: Level 1
 • reportname
 • Fixed length text, length 5
 • starts in row 2, column 14
 Level 2
 • vname
 • Fixed length text, length 20

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The next step will be to create the field that will display the actual vendor name data. Highlight the first vendor name marking across the column width. Click on the Add field icon on the Policy toolbar.

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AGENCY: B60 DOR-OPER

BANK ACCOUNT 1005039910

PAYMENT AMOUNT

CHECK NUMBER	VENDOR NAME	PAYMENT AMOUNT
00006157188	ALBAUGH, INC	11,116.00
00006157189	ALLARD, BARBARA	34.00
00006157190	ALLEN, DENNIS E	17.00
00006157191	AUG, CHARLES D	31.00
00006157192	BARKLEY, JAMES	51.00
00006157193	BARKLEY, JAMES	142.00

Field Wizard

Required: Enter the name of the field. It must begin with a letter and contain only letters and numbers.

Field Name: vnamedata

Required: Select one of the data types from the field data type list. The data type determines what type of data the field contains.

Field Data Type: Fixed Length Text

Optional: Specify using of the logical coordinates (LFFD only).

Next Cancel Help

Field Window

- Level 1
 - reportname
 - Fixed length text, length 5
 - starts in row 2, column 14
- Level 2
 - vnamedata
 - Fixed length text, length 20

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Name this field vnamedata. The width of the column was marked so we can choose fixed length text as our data type. Click on the Next button.

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BANK ACCOUNT 1005039910

CHECK NUMBER	VENDOR NAME	PAYMENT AMOUNT
00006157188	ALBAUGH, INC	11,116.00
00006157189	ALLARD, BARBARA	34.00
00006157190	ALLEN, DENNIS E	17.00
00006157191	AUG, CHARLES D	31.70
00006157192	BARKLEY, JAMES	51.00
00006157193	BARKLEY, JAMES	142.00

Field Wizard

Optional: Select if the field can contain spaces.

☐ Allow Blank Fields

(Required) Enter the number of characters per row and the number of rows for this field.

String Length: 30

Number of Rows: 1

(Optional) The Match String List can be used to include or exclude specific strings. Select the appropriate option for using the string list. If the field is to be constrained, enter the strings into the string list.

☒ Don't use match list

☐ Match any string in list

☐ Don't match any string in list

String List:

ALBAUGH INC

< Back Next > Cancel Help

Field List

- Level 1
 - reportname
 - Fixed length text, length 5
 - starts in row 2, column 14
- Level 2
 - vname
 - Fixed length text, length 20

Design Window

Sample Window

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No changes are necessary to the Attributes window. Click the Next button.

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BANK ACCOUNT 1005039910

CHECK NUMBER	VENDOR NAME	PAYMENT AMOUNT
00006157188	ALBAUGH, INC	11,116.00
00006157189	ALLARD, BARBARA	34.00
00006157190	ALLEN, DENNIS E	17.00
00006157191	AUG, CHARLES D	31.00
00006157192	BARKLEY, JAMES	51.00
00006157193	BARKLEY, JAMES	142.00

Field Wizard

Optional: If the field is found in a specific position, check the appropriate box and set the column and/or row position. Check the "Once Per Page" box to indicate that the field occurs only once per page.

☒ Use Fixed Column Column: 15

☐ Use Fixed Row Row:

☐ The Field Only Occurs Once Per Page

Optional: Add dependencies to the field by pressing the Add button. To change the dependency, select the field from the field column and then select the dependency from the dependency column.

Field	Dependency
vname	Before vnamedata on a different row

Add Remove

Field Wizard

Level 1

- reportname
 - Fixed length text, length 5
 - starts in row 2, column 14

Level 2

- vname

Field Wizard

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Choose Fixed column so that MOBIUS knows the information will be located in column 15 each time. If fixed row is selected that would only display the data in that one fixed row so do not choose fixed row.

We want to establish a relationship between the vendor name data and the level 2 field for this data. To add a dependency click on the Add button and then click on the dash that appears under Field. From the drop down you want to choose the level 2 field which we named vname. The dependency is that vname is before vnamedata on a different row. The dependency will allow MOBIUS to locate this level 3 information by looking for the Level 2 before the Level 3 in the same column but on a different row, in this example the row above the actual data. Click on the Next button.

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AGENCY: 860 DOR-OPER

BANK ACCOUNT 1005039910

CHECK NUMBER	VENDOR NAME	PAYMENT AMOUNT
00006157188	ALBAUGH, INC	11,116.8
00006157189	ALLARD, BARBARA	34.0
00006157190	ALLEN, DENNIS E	17.0
00006157191	AUG, CHARLES D	31.0
00006157192	BARKLEY, JAMES	51.0
00006157193	BARKLEY, JAMES	142.0

Field Wizard

Required: Select the field level by either using the arrow keys on the level number box, or by selecting a related field from the field list.

Field	Level
reportname	1
vname	2

< Back Next > Cancel Help

Field Window: Level 1, reportname, Fixed length text, length 5, starts in row 2, column 14; Level 2, vname, Fixed length text, length 20

Group Window: Sample Window

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This is a data field so we need to make this a level 3. Click on the Next button.

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BANK ACCOUNT 1005039910

CHECK NUMBER	VENDOR NAME	PAYMENT AMOUNT
00006157188	MCBAUGH, INC	11,116.00
00006157189	ALLARD, BARBARA	34.00
00006157190	ALLEN, DENNIS E	17.00
00006157191	AUG, CHARLES D	31.00
00006157192	BARKLEY, JAMES	51.00
00006157193	BARKLEY, JAMES	142.00

Field Wizard

Level 1
Field vname
Position
column 15
Fixed Length Text
Size
Length 30
Rows 1
vname is before vname data, on a different row

< Back Finish Cancel Help

Field Window

- Level 1
 - reportname
 - Fixed length text, length 5
 - starts in row 2, column 14
- Level 2
 - vname
 - Fixed length text, length 20

Group Window

Sample Window

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Review the summary information and click on the Finish button.

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STATE OF MISSOURI
VOUCHER PAYMENT CHECK REGISTER BY AGENCY
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AGENCY: 860 DOR-OPER TRANSACTION CODE: AD BANK: 00 CENTRAL BANK, JEFFERSON CITY BANK ACCOUNT 1005039910

CHECK NUMBER	VENDOR NAME	VENDOR CODE	VOUCHER NUMBER	VOUCHER DATE	CHK CAT	VENDOR INVOICE	PAYMENT AMOUNT
00006157188	ALBAUGH, INC	DORFUELTX	863QR100013504	05 29 01		V14501NF130	11,116.6
						TOTAL FOR CHECK:	11,116.6
00006157189	ALLARD, BARBARA	DORFUELTX	863V14501MF045	05 25 01		V14501NF0045	34.0
						TOTAL FOR CHECK:	34.0
00006157190	ALLEN, DENNIS E	DORFUELTX	863V14501MF038	05 25 01		V14501NF0038	17.0
						TOTAL FOR CHECK:	17.0
00006157191	AUG, CHARLES D	DORFUELTX	863V14501MF070	05 25 01		V14501MF0070	31.0
						TOTAL FOR CHECK:	31.0
00006157192	BARKLEY, JAMES	DORFUELTX	863V14501MF067	05 25 01		V14501NF0067	51.0
						TOTAL FOR CHECK:	51.0
00006157193	BARKLEY, JAMES	DORFUELTX	863V14501MF104	05 25 01		V14501NF0104	142.0
						TOTAL FOR CHECK:	142.0

Field Window: starts in row 10, column 15
Level 3
vnamedata
Fixed length text, length 30
starts in column 15
is after vname, on a different row

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1:00 PM

Upon completing the level 3 all the vendor names are outlined with the box. This allows you to see what MOBIUS considers to be the data information under the vnamedata level 3.

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VOUCHER PAYMENT CHECK REGISTER BY AGENCY

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Field Wizard

[Required] Enter the name of the field. It must begin with a letter and contain only letters and numbers.

Field Name: totalforcheck

[Required] Select one of the data types from the field data type list. The data type determines what type of data this field contains.

Field Data Type: Fixed Length Text

[Optional] Specify starting and ending coordinates (LFPD only).

Next Cancel Help

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K, JEFFERSON CITY BANK ACCOUNT 1005039910

VOUCHER DATE	CHK CAT	VENDOR INVOICE	PAYMENT AMOUNT
29 01		V14501MF130	11,116.81
TOTAL FOR CHECK:			11,116.81
25 01		V14501MF0045	34.00
TOTAL FOR CHECK:			34.00
25 01		V14501MF0038	17.00
TOTAL FOR CHECK:			17.00
25 01		V14501MF0070	31.11
TOTAL FOR CHECK:			31.11
25 01		V14501MF0067	51.00
TOTAL FOR CHECK:			51.00
25 01		V14501MF0104	142.01
TOTAL FOR CHECK:			142.01

Field Window

- starts in row 10, column 15
- Level 3
 - vnamedata
 - Fixed length text, length 30
 - starts in column 15
 - is after vname, on a different row

Group Window

Sample Window

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1:01 PM

The next field to be created is the Level 2 for the Payment amount data. Highlight the first example of TOTAL FOR CHECK: and click on the Add Field button.

The field name will be totalforcheck and it will be a fixed length text. Click on the Next button.

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VOUCHER DATE	CHK CAT	VENDOR INVOICE	PAYMENT AMOUNT
29 01		V14501NF130	11,116.81
TOTAL FOR CHECK:			11,116.81
25 01		V14501NF0045	34.00
TOTAL FOR CHECK:			34.00
25 01		V14501NF0038	17.00
TOTAL FOR CHECK:			17.00
25 01		V14501NF0070	31.11
TOTAL FOR CHECK:			31.11
25 01		V14501NF0067	51.00
TOTAL FOR CHECK:			51.00
25 01		V14501NF0104	142.01
TOTAL FOR CHECK:			142.01

Field Wizard

(Optional) Select if the field can contain all spaces: ☐ Allow Blank Fields

(Required) Enter the number of characters per row and the number of rows for the field:
 String Length: 16
 Number of Rows: 1

(Optional) The Match String List can be used to include or exclude specific strings. Select the appropriate option for using the string list. If the field is to be constrained, enter the strings into the string list.

☐ Don't use match list
☐ Match any string in list
☐ Don't match any string in list

New string match:
 TOTAL FOR CHECK:
 [Add] [Remove]

[Back] [Next] [Cancel] [Help]

Field Window: starts in row 10, column 15; Level 3; vname data; Fixed length text, length 30; starts in column 15; is after vname, on a different row

Eachrow: 864000 Pg 1 of 12

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This field does not have a fixed row so we want MOBIUS to match the text string. Click on the Match any string in list radio button and then click on TOTAL FOR CHECK: in the string match below. Click on the Next button.

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VOUCHER PAYMENT CHECK REGISTER BY AGENCY

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Field Wizard

Optional: If the field is found in a specific position, check the appropriate box and see the column and/or row position. Check the "Once Per Page" box to indicate that the field occurs only once per page.

☒ Use Fixed Column Column: 78

☐ Use Fixed Row Row: 25

☐ The Field Only Occurs Once Per Page

Optional: Add dependencies to the field by passing the Add button. To change the dependency, select the field from the field column and then select the dependency from the dependency column.

Field	Dependency

Buttons: Back, Next, Cancel, Help

VOUCHER DATE	CHK CAT	VENDOR INVOICE	PAYMENT AMOUNT
29 01		V14501MF130	11,116.81
TOTAL FOR CHECK:			11,116.81
25 01		V14501MF0045	34.00
TOTAL FOR CHECK:			34.00
25 01		V14501MF0038	17.00
TOTAL FOR CHECK:			17.00
25 01		V14501MF0070	31.11
TOTAL FOR CHECK:			31.11
25 01		V14501MF0067	51.00
TOTAL FOR CHECK:			51.00
25 01		V14501MF0104	142.01
TOTAL FOR CHECK:			142.01

Field Wizard

- starts in row 10, column 15
- Level 3
- vname data
 - Fixed length text, length 30
 - starts in column 15
 - is after vname, on a different row

Start Pg 1 of 12 1:02 PM

This field has a fixed column so click on the Use Fixed Column option and click the Next button.

File Edit View Setup Policy Options Window Help

STATE OF MISSOURI
VOUCHER PAYMENT CHECK REGISTER BY AGENCY

ID: A657A PAGE 274

Field Wizard

Required: Select the field level by either using the arrow keys in the level number box, or by selecting a desired field from the field list.

Field	Level
reportname	1
vname	2
vname data	3

Back Next Cancel Help

31/01

JEFFERSON CITY BANK ACCOUNT 1005039910

VOUCHER DATE	CHK CAT	VENDOR INVOICE	PAYMENT AMOUNT
29 01		V14501MF130	11,116.81
TOTAL FOR CHECK:			11,116.81
25 01		V14501MF0045	34.00
TOTAL FOR CHECK:			34.00
25 01		V14501MF0038	17.00
TOTAL FOR CHECK:			17.00
25 01		V14501MF0070	31.11
TOTAL FOR CHECK:			31.11
25 01		V14501MF0067	51.00
TOTAL FOR CHECK:			51.00
25 01		V14501MF0104	142.01
TOTAL FOR CHECK:			142.01

Field Wizard

- starts in row 10, column 15
- Level 3
 - vname data
 - Fixed length text, length 30
 - starts in column 15
 - is after vname, on a different row

Section: 9604000 Pg 1 of 12

Start Inbox Microsoft Outlook Microsoft Word Document DocumentDirect - JS 1:02 PM

This field will be used to locate the actual payment amount data so make this a level 2.
Click the Next button.

STATE OF MISSOURI
VOUCHER PAYMENT CHECK REGISTER BY AGENCY

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ID: A657M

Field Wizard

Level 2
Position
Column 73
Fixed Length Text
Match Up
TOTAL FOR CHECK:

Size
Length 15
Rows 1

Back Finish Cancel Help

JEFFERSON CITY BANK ACCOUNT 1005039910

VOUCHER DATE	CHK CAT	VENDOR INVOICE	PAYMENT AMOUNT
29 01		V14501MF130	11,116.81
TOTAL FOR CHECK:			11,116.81
25 01		V14501MF0045	34.00
TOTAL FOR CHECK:			34.00
25 01		V14501MF0038	17.00
TOTAL FOR CHECK:			17.00
25 01		V14501MF0070	31.11
TOTAL FOR CHECK:			31.11
25 01		V14501MF0067	51.00
TOTAL FOR CHECK:			51.00
25 01		V14501MF0104	142.01
TOTAL FOR CHECK:			142.01

Field Window

- starts in row 10, column 15
- Level 3
- vnamedata
- Fixed length text, length 30
- starts in column 15
- is after vname, on a different row

Section: 850AD00 Pg 1 of 12

Start Microsoft Outlook Microsoft Word - Document1 DocumentDirect - IS...

1:02 PM

Review the summary and click Finish.

DocumentDirect - [SDCOS15 state.mous: A657ATR [20010531120000]]

STATE OF MISSOURI
VOUCHER PAYMENT CHECK REGISTER BY AGENCY
FOR CHECKS WRITTEN 05/31/01

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ID: A657A

860 DOR-OPER TRANSACTION CODE: AD BANK: 00 CENTRAL BANK, JEFFERSON CITY BANK ACCOUNT 1005039910

	VENDOR NAME	VENDOR CODE	VOUCHER NUMBER	VOUCHER DATE	CHK CAT	VENDOR INVOICE	PAYMENT AMOUNT
57188	ALBAUGH, INC	DORFUELTX	863QR100013504	05 29 01		V14501MF130	11,116.81
						TOTAL FOR CHECK:	11,116.81
57189	ALLARD, BARBARA	DORFUELTX	863V14501MF045	05 25 01		V14501MF0045	34.00
						TOTAL FOR CHECK:	34.00
57190	ALLEN, DENNIS E	DORFUELTX	863V14501MF038	05 25 01		V14501MF0038	17.00
						TOTAL FOR CHECK:	17.00
57191	AUG, CHARLES D	DORFUELTX	863V14501MF070	05 25 01		V14501MF0070	31.11
						TOTAL FOR CHECK:	31.11
57192	BARKLEY, JAMES	DORFUELTX	863V14501MF067	05 25 01		V14501MF0067	51.00
						TOTAL FOR CHECK:	51.00
57193	BARKLEY, JAMES	DORFUELTX	863V14501MF104	05 25 01		V14501MF0104	142.01
						TOTAL FOR CHECK:	142.01

Field Window: starts in row 10, column 15; totalcheck; Fixed length text, length 16; starts in column 78; Level 3; vnamedata; Fixed length text, length 20

Section: B60400 Pg 1 of 12

Start Inbox Microsoft Outlook Microsoft Word - Document DocumentDirect - JS 1:02 PM

Notice all examples of TOTAL FOR CHECK: are selected.

STATE OF MISSOURI
VOUCHER PAYMENT CHECK REGISTER BY AGENCY
FOR CHECKS WRITTEN 05/31/01

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ID: A657A

860 DOR-OPER TRANSACTION

ACCOUNT 1005039910

VENDOR NAME

	VENDOR NAME	PAYMENT AMOUNT
57188	ALBAUGH, INC	11,116.81
57189	ALLARD, BARBARA	34.00
57190	ALLEN, DENNIS E	17.00
57191	AUG, CHARLES D	31.11
57192	BARKLEY, JAMES	51.00
57193	BARKLEY, JAMES	142.01

Field Wizard

(Required) Enter the name of the field. It must begin with a letter and contain only letters and numbers.

Field Name: checkdata

(Required) Select one of the data types from the field data type list. The data type determines what type of data the field contains.

Field Data Type: Variable Length Text

(Optional) Specify using of the logical coordinates (LPRD only).

Next Cancel Help

Field Wizard

- starts in row 10, column 15
- totalforcheck
- Fixed length text, length 16
- starts in column 78
- Level 3
- vnamedata
- Fixed length text, length 20

Section: 8604001 Pg 1 of 12

Start -> Inbox - Microsoft Outlook -> Microsoft Word - Document1 -> DocumentDirect - JS

1:03 PM

The last field to create is the actual payment amount for the each check. Mark the first example of the payment amount and click on the Add Field button.

The field name is checkdata and since the values will vary in length choose Variable Length Text. Click on the Next button.

File Edit View Setup Policy Options Window Help

STATE OF MISSOURI
VOUCHER PAYMENT CHECK REGISTER BY AGENCY
FOR CHECKS WRITTEN 05/31/01

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ID: A657A

860 DOR-OPER TRANSACTION

ACCOUNT 1005039910

VENDOR NAME

	VENDOR NAME	PAYMENT AMOUNT
57188	ALBAUGH, INC	11,116.81
57189	ALLARD, BARBARA	34.00
57190	ALLEN, DENNIS E	17.00
57191	AUG, CHARLES D	31.11
57192	BARKLEY, JAMES	51.00
57193	BARKLEY, JAMES	142.01

Field Wizard

Optional: Select if the field can contain all spaces.

Allow Blank Fields

Optional: Enter the minimum and/or maximum number of characters in the field.

Minimum length: 1

Maximum length: 56

Optional: The Match String List can be used to include or exclude specific strings. Select the appropriate option for using the string list. If the field is to be constrained, enter the strings into the string list.

Don't use match list

Match any string in list

Don't match any string in list

Optional: Enter the string terminator.

Headphones

Field Window

- starts in row 10, column 15
- totalforcheck
- Fixed length text, length 16
- starts in column 78
- Level 3
- vnamedata
- Fixed length text, length 20

Section: BROADBAND

Page 1 of 12

Start | Inbox - Microsoft Outlook | Microsoft Word - Document1 | DocumentDirect - IS...

1:03 PM

If the data type is a Variable Length Text set a minimum and maximum length. The minimum will be 1 and the maximum will be 56. Click on the Next button.

STATE OF MISSOURI
VOUCHER PAYMENT CHECK REGISTER BY AGENCY
FOR CHECKS WRITTEN 05/31/01

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ID: A6578

860 DOR-OPER

TRANSACTION

VENDOR NAME

87188 ALBAUGH, INC

87189 ALLARD, BARBARA

87190 ALLEN, DENNIS E

87191 AUG, CHARLES D

87192 BARKLEY, JAMES

87193 BARKLEY, JAMES

ACCOUNT 1005039910

PAYMENT AMOUNT

11,116.81

11,116.81

34.00

34.00

17.00

17.00

31.11

31.11

51.00

51.00

142.01

142.01

Field Wizard

Options: If the field is found at a specific position, check the appropriate box and set the column and/or row position. Check the 'Once Per Page' box to indicate that the field occurs only once per page.

☐ Use Fixed Column

☐ Use Fixed Row

☐ The Field Only Occurs Once Per Page

Optional: Add dependencies to the field by pressing the Add button. To change the dependency, select the field from the field column and then select the dependency from the dependency column.

Field	Dependency
totalforcheck	is before checkdata, on the same row

Add Remove

Field Window

- starts in row 10, column 15
- totalforcheck
- Fixed length text, length 16
- starts in column 78
- Level 3
- vname data

Section: 500AD00

Pg 1 of 12

Start | My Inbox - Microsoft Outlook | Microsoft Word - Document | DocumentDirect - IS...

1:03 PM

The values are not in a fixed column or row so a dependency must be set in relation to the level 3 field totalforcheck. Click on the Add button and then click on the dash under Field. The dependency should be totalforcheck is before checkdata on the same row. MOBIUS will then look for totalforcheck before the data field. Click on the Next button.

STATE OF MISSOURI
VOUCHER PAYMENT CHECK REGISTER BY AGENCY
FOR CHECKS WRITTEN 05/31/01

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ID: A657A

860 DOR-OPER TRANSACTION

ACCOUNT 1005039910

VENDOR NAME

TRANSACTION	VENDOR NAME	PAYMENT AMOUNT
67188	ALBAUGH, INC	11,116.81
67189	ALLARD, BARBARA	34.00
67190	ALLEN, DENNIS E	17.00
67191	AUG, CHARLES D	31.11
67192	BARKLEY, JAMES	51.00
67193	BARKLEY, JAMES	142.01

Field Wizard

Request Select the field level by either using the arrow keys in the level number box, or by selecting a related field from the field list.

Field	Level
reportname	1
vname	2
totalforcheck	2
vname data	3

Field Window

- starts in row 10, column 15
- totalforcheck
- Fixed length text, length 16
- starts in column 78
- Level 3
- vname data
- Fixed length text, length 20

Group Window

Sample Window

Section: 950400 Pg 1 of 12

Start Inbox Microsoft Outlook Microsoft Word Document DocumentDirect - 15...

1:04 PM

This is a data field so choose level 3. Click on the Next button.

File Edit View Setup Help Options Window Help

STATE OF MISSOURI
VOUCHER PAYMENT CHECK REGISTER BY AGENCY
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ID: A657A

860 DOR-OPER TRANSACTION

ACCOUNT 1005039910

VENDOR NAME

	VENDOR NAME	PAYMENT AMOUNT
7188	ALBAUGH, INC	11,116.81
7189	ALLARD, BARBARA	34.00
7190	ALLEN, DENNIS E	34.00
7191	AUG, CHARLES D	17.00
7192	BARKLEY, JAMES	17.00
7193	BARKLEY, JAMES	31.11
		31.11
		51.00
		51.00
		142.01
		142.01

Field Wizard

Field check data

Level 3

Variable Length Text

Min Length = 1

Max Length = 25

totalforcheck is before check data, on the same row

Back Finish Cancel Help

Field Window

- starts in row 10, column 15
- totalforcheck
- Fixed length text, length 16
- starts in column 78
- Level 3
- vnamedata
- Fixed length text, length 20

Group Window

Sample Window

Session: 0504000 Pg 1 of 12

Start Outlook Microsoft Word Document1 DocumentDirect - JS...

1:04 PM

Review the summary and click Finish.

DocumentDirect - [SDCDS15.state.mo.us: A657ATR (20010531120000)]

STATE OF MISSOURI
VOUCHER PAYMENT CHECK REGISTER BY AGENCY
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860 DOR-OPER TRANSACTION CODE: AD BANK: DO CENTRAL BANK, JEFFERSON CITY BANK ACCOUNT 1005039910

	VENDOR NAME	VENDOR CODE	VOUCHER NUMBER	VOUCHER DATE	CHK CAT	VENDOR INVOICE	PAYMENT AMOUNT
67188	ALBAUGH, INC	DORFUELTAX	863QR100013504	05 29 01		V14501MF130	11,116.81
						TOTAL FOR CHECK:	11,116.81
67189	ALLARD, BARBARA	DORFUELTAX	863V14501MF045	05 25 01		V14501MF0045	34.00
						TOTAL FOR CHECK:	34.00
67190	ALLEN, DENNIS E	DORFUELTAX	863V14501MF038	05 25 01		V14501MF0038	17.00
						TOTAL FOR CHECK:	17.00
67191	AUG, CHARLES D	DORFUELTAX	863V14501MF070	05 25 01		V14501MF0070	31.11
						TOTAL FOR CHECK:	31.11
67192	BARKLEY, JAMES	DORFUELTAX	863V14501MF067	05 25 01		V14501MF0067	51.00
						TOTAL FOR CHECK:	51.00
67193	BARKLEY, JAMES	DORFUELTAX	863V14501MF104	05 25 01		V14501MF0104	142.01
						TOTAL FOR CHECK:	142.01

Field Window: starts in column 15, is after vname, on a different row, check data, Variable length text, max length 56, min length 1, is after totalforcheck, on the same row

Section: 950A000 Pg 1 of 12

Start -> Inbox - Microsoft Outlook -> Microsoft Word - Document1 -> DocumentDirect - JS

1:04 PM

The data for each Payment Amount is now selected.

DocumentDirect - [SDF0615 state.mo.us: A657ATR (20010531120000)]

File Edit View Help Policy Options Window Help

STATE OF MISSOURI
VOUCHER PAYMENT CHECK REGISTER BY AGENCY
FOR CHECKS WRITTEN 05/31/01

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860 DOR-OPER TRANSACTION CODE: AD BANK: 00 CENTRAL BANK, JEFFERSON CITY BANK ACCOUNT 1005039910

	VENDOR NAME	VENDOR CODE	VOUCHER NUMBER	VOUCHER DATE	CHK CAT	VENDOR INVOICE	PAYMENT AMOUNT
67188	ALBAUGH, INC	DORFUELTX	863QR100013504	05 29 01		V14501MF130	11,116.81
						TOTAL FOR CHECK:	11,116.81
67189	ALLARD, BARBARA	DORFUELTX	863V14501MF045	05 25 01		V14501MF0045	34.00
						TOTAL FOR CHECK:	34.00
67190	ALLEN, DENNIS E	DORFUELTX	863V14501MF038	05 25 01		V14501MF0038	17.00
						TOTAL FOR CHECK:	17.00
67191	AUG, CHARLES D	DORFUELTX	863V14501MF070	05 25 01		V14501MF0070	31.11
						TOTAL FOR CHECK:	31.11
67192	BARKLEY, JAMES	DORFUELTX	863V14501MF067	05 25 01		V14501MF0067	51.00
						TOTAL FOR CHECK:	51.00
67193	BARKLEY, JAMES	DORFUELTX	863V14501MF104	05 25 01		V14501MF0104	142.01
						TOTAL FOR CHECK:	142.01

Field Window

- starts in column 15
- is after vname, on a different row
- checkdata
- Variable length text, max length 56, min length 1
- is after totalforcheck, on the same row

Group Window

Hide Panel Esc

Add Group Ins

Sample Window

Sachen: 8604000

Start Inbox Microsoft Outlook Microsoft Word Document 1:04 PM

The fields for the policy have now been created. The next step is to combine the fields to be exported into a Group. Right click in the Group Window and choose Add Group.

STATE OF MISSOURI
VOUCHER PAYMENT CHECK REGISTER BY AGENCY
FOR CHECKS WRITTEN 05/31/01

860 DOR-OPER TRANSACTION CODE: AD BANK: 00 CENTRAL BANK, JEFFERSON CITY BANK ACCOUNT 1005039910

ID: A6578 PAGE 274

VENDOR NAME	PAYMENT AMOUNT
57188 ALBAUGH, INC	11,116.81
57189 ALLARD, BARBARA	34.00
57190 ALLEN, DENNIS E	17.00
57191 AUG, CHARLES D	31.11
57192 BARKLEY, JAMES	51.00
57193 BARKLEY, JAMES	142.01

Group Settings

Group Name: vendor

Available Fields:

- checkdata
- reporlname
- totalforcheck
- vname
- vname data

Fields in the Group:

- vname data
- checkdata

OK Cancel Help

Field Window

- starts in column 15
- is after vname, on a different row
- checkdata
- Variable length text, max length 56, min length 1
- is after totalforcheck, on the same row

Group Window

Sample Window

Section: 860AD00 Pg 1 of 12

Start Inbox Microsoft Outlook Microsoft Word - Document1 DocumentDirect - IS...

1:05 PM

In the Group Settings dialog box type the Group name in the Group Name field. Click on the field to add to the group and click on the Add button. This will move the fields over to the Fields in the Group window in the order selected. If you want to change the order click on the field and choose the Move Up or Move Down button. The order of the fields will be the order they are exported.

There may be multiple groups created from one policy.

DocumentDirect - [SDCOS15.state.mo.us: A657ATR (20010531120000)]

FILE Edit View Setup Help Window Help

STATE OF MISSOURI
VOUCHER PAYMENT CHECK REGISTER BY AGENCY
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ID: A657A

860 DOR-OPER TRANSACTION CODE: AD BANK: 00 CENTRAL BANK, JEFFERSON CITY BANK ACCOUNT 1005039910

	VENDOR NAME	VENDOR CODE	VOUCHER NUMBER	VOUCHER DATE	CHK CAT	VENDOR INVOICE	PAYMENT AMOUNT
7188	ALBAUGH, INC	DORFUELTAX	863QR100013504	05 29 01		V14501MF130	11,116.81
			TOTAL FOR CHECK:				11,116.81
7189	ALLARD, BARBARA	DORFUELTAX	863V14501MF045	05 25 01		V14501MF0045	34.00
			TOTAL FOR CHECK:				34.00
7190	ALLEN, DENNIS E	DORFUELTAX	863V14501MF038	05 25 01		V14501MF0038	17.00
			TOTAL FOR CHECK:				17.00
7191	AUG, CHARLES D	DORFUELTAX	863V14501MF070	05 25 01		V14501MF0070	31.11
			TOTAL FOR CHECK:				31.11
7192	BARKLEY, JAMES	DORFUELTAX	863V14501MF067	05 25 01		V14501MF0067	51.00
			TOTAL FOR CHECK:				51.00
7193	BARKLEY, JAMES	DORFUELTAX	863V14501MF104	05 25 01		V14501MF0104	142.01
			TOTAL FOR CHECK:				142.01

Field Window

- starts in column 15
- is after vname, on a different row
- checkdata
- Variable length text, max length 56, min length 1
- is after totalforcheck, on the same row

Group Window

- vendor
- vname
- checkdata

Sample Window

ALBAUGH, INC	11,116.81
ALLARD, BARBARA	34.00
ALLEN, DENNIS E	17.00
AUG, CHARLES D	31.11
BARKLEY, JAMES	51.00
BARKLEY, JAMES	142.01
BEAVER HANDLE CO INC	43.93

Section: 050400 Pg: 1 of 12

Start Outlook Microsoft Word Document DocumentDirect - [S...

1:05 PM

The sample window is showing the data chosen from the Group Window. This is the information that will be exported.

DocumentDirect - [SDCDS15.state.mo.us: A657ATR (20010531120000)]

File Edit View Search Policy Options Window Help

Document Explorer

STATE OF MISSOURI
VOUCHER PAYMENT CHECK REGISTER BY AGENCY
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DE: AD BANK: 00 CENTRAL BANK, JEFFERSON CITY BANK ACCOUNT 1005039910

VENDOR CODE	VOUCHER NUMBER	VOUCHER DATE	CHK CAT	VENDOR INVOICE	PAYMENT AMOUNT
DORFUELTAX	863QR100013504	05 29 01		V14501MF130	11,116.81
				TOTAL FOR CHECK:	11,116.81
DORFUELTAX	863V14501MF045	05 25 01		V14501MF0045	34.00
				TOTAL FOR CHECK:	34.00
DORFUELTAX	863V14501MF038	05 25 01		V14501MF0038	17.00
				TOTAL FOR CHECK:	17.00
DORFUELTAX	863V14501MF070	05 25 01		V14501MF0070	31.11
				TOTAL FOR CHECK:	31.11
DORFUELTAX	863V14501MF067	05 25 01		V14501MF0067	51.00
				TOTAL FOR CHECK:	51.00
DORFUELTAX	863V14501MF104	05 25 01		V14501MF0104	142.01
				TOTAL FOR CHECK:	142.01

Field Window

- starts in column 15
- is after vname, on a different row
- checkdata
- Variable length text, max length 56, min length 1
- is after totalforcheck, on the same row

Group Window

- vendor
- vname data
- checkdata

Sample Window

ALBAUGH, INC	11,116.81
ALLARD, BARBARA	34.00
ALLEN, DENNIS E	17.00
AUG, CHARLES D	31.11
BARKLEY, JAMES	51.00
BARKLEY, JAMES	142.01
BEAMER HANDLE CO INC	43.33

Section: 8604000 Pg 1 of 12

Start Intranet Microsoft Outlook Microsoft Word - Document1 DocumentDirect - IS...

1:05 PM

Now the policy is ready to be exported into an external application. In this example we will be exporting into Excel. Click on the file option on the menu bar and choose Export.

File Edit View 2004 Policy Options Window Help

ID: A657A

860 DOR-OPER

57188 ALBAUGH,

57189 ALLARD,

57190 ALLEN, D

57191 AUG, CHA

57192 BARKLEY,

57193 BARKLEY, JAMES

Section: BE04D00 Pg 1 of 12

Export To File

SPDC0515 state.mca: AB57ATR (2001053112:000)

BE04D00

Pages: 1 of 1

Current Section

Current Page

From: To:

Format: CSV

Group: vendor

Filename: c:\nam.xls

Append To File

Include Column Headers

Save

Cancel

Help

SOURI

CHECK REGISTER BY AGENCY

ITTEN 05/31/01

TRAL BANK, JEFFERSON CITY

BANK ACCOUNT 1005039910

VOUCHER	CHK	VENDOR	PAYMENT
DATE	CAT	INVOICE	AMOUNT
13504	05 29 01	V14501MF130	11,116.81
TOTAL FOR CHECK:			11,116.81
MF045	05 25 01	V14501MF0045	34.00
TOTAL FOR CHECK:			34.00
MF038	05 25 01	V14501MF0038	17.00
TOTAL FOR CHECK:			17.00
MF070	05 25 01	V14501MF0070	31.11
TOTAL FOR CHECK:			31.11
MF067	05 25 01	V14501MF0067	51.00
TOTAL FOR CHECK:			51.00
BARKLEY, JAMES			142.01
TOTAL FOR CHECK:			142.01

Field Windows

- starts in column 15
- is after vname, on a different row
- checkdata
- Variable length text, max length 56, min length 1
- is after totalforcheck, on the same row

Group Windows

- vendor
- vname data
- checkdata

Sample Windows

ALBAUGH, INC	11,116.81
ALLARD, BARBARA	34.00
ALLEN, DENNIS I	17.00
AUG, CHARLES D	31.11
BARKLEY, JAMES	51.00
BARKLEY, JAMES	142.01
BEAMER HANDLE CO INC	43.33

Start

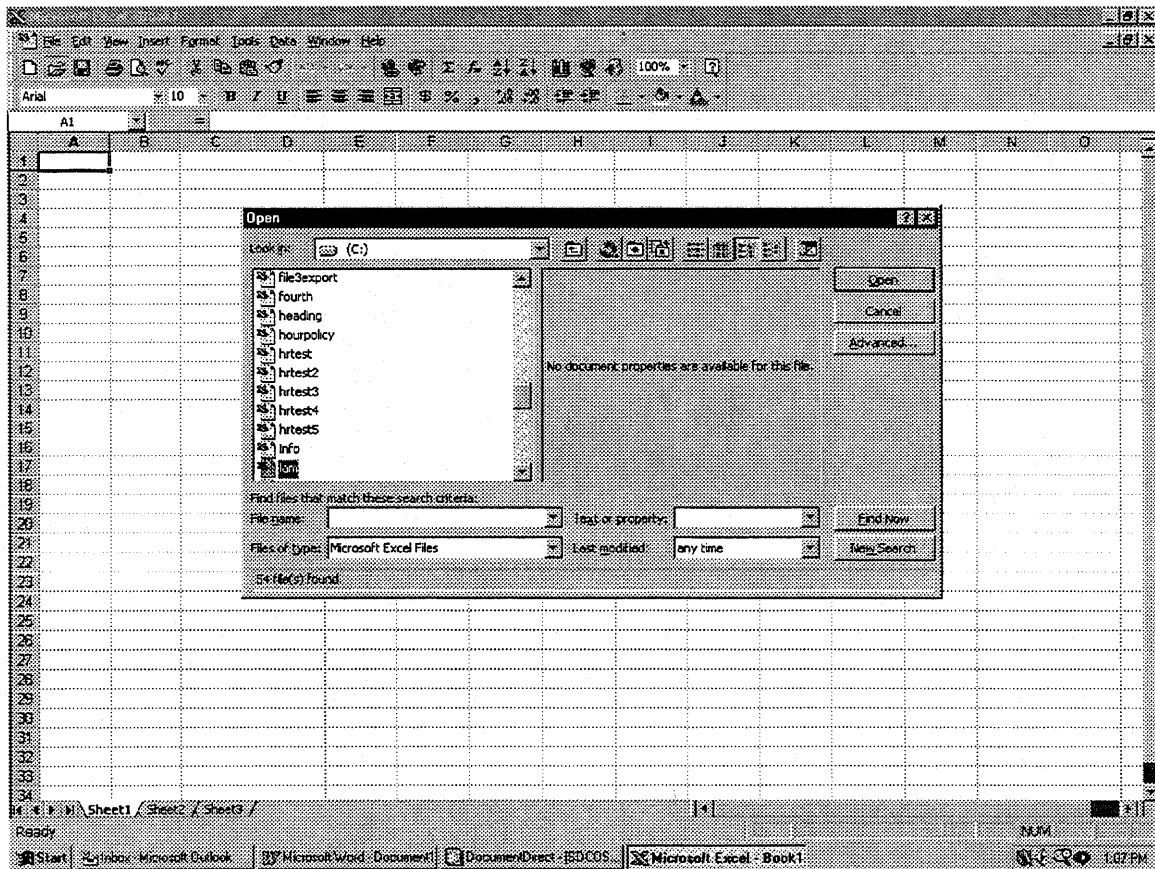
Outlook

Microsoft Word - Document1

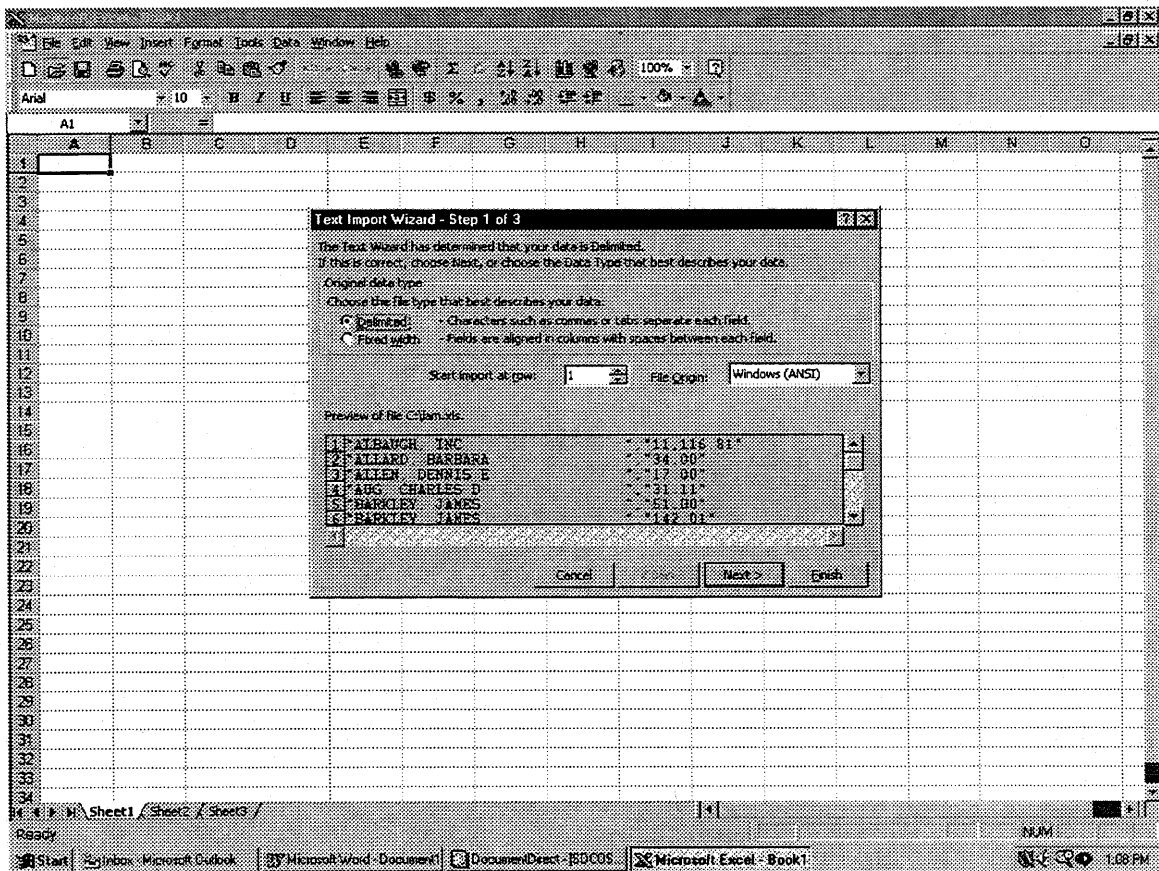
DocumentDirect - [S...

1:05 PM

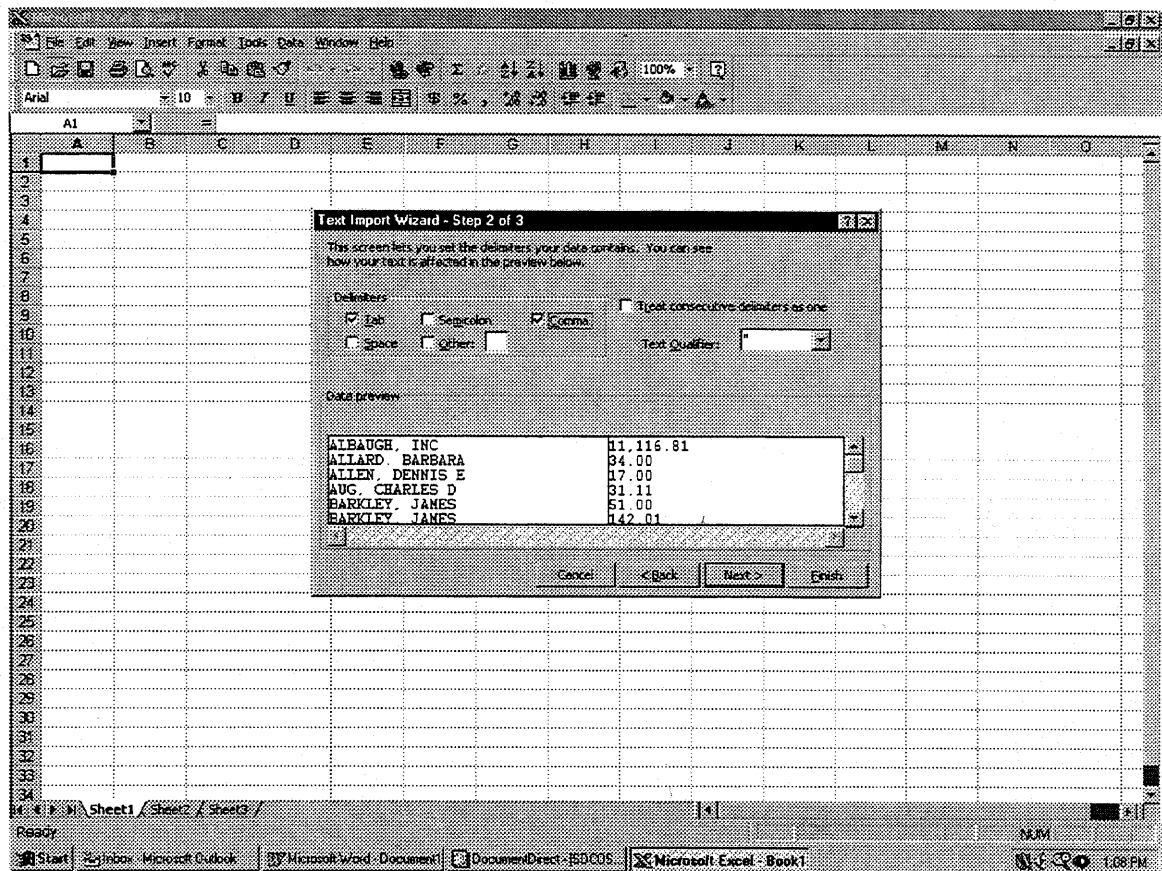
There are several options in the Export to File dialog box. Click on the appropriate pages option and type in the filename including the file extension. If exporting into Excel the extension is .xls, if exporting into Word the extension is .doc. Click on the Save button.



Open the file from the Excel application.



From the Import Wizard choose between Delimited and Fixed Width. Scroll down to look at how the data is separated. If you have a character such as a comma in the above example Delimited is the correct choice. Fixed width will show the data formatted in columns without a character between the columns. Click on the Next button.



In Step 2 of the Wizard choose the character that is separating the data. In this example click on Comma. The “,” will now disappear and the data is separated into 2 columns. Click on the Finish button.

Microsoft Excel - lam

File Edit View Insert Format Tools Data Window Help

Font: Arial, Size: 10, Bold, Italic, Underline, Paragraph, Styles, 100%

Formula Bar: = ALBAUGH, INC

	A	B	C	D	E	F	G	H	I	J	K	L
1	ALBAUGH, INC	11,116.81										
2	ALLARD, BARBARA	34										
3	ALLEN, DENNIS E	17										
4	AUG, CHARLES D	31.11										
5	BARKLEY, JAMES	51										
6	BARKLEY, JAMES	142.01										
7	BEAMER HANDLE CO INC	43.33										
8	BEISLY OIL CO	340										
9	BERDEAVY, ROBERT H	180.86										
10	BERTRAM, FRED	149.7										
11	BESTGEN, INC	556.85										
12	BOONE COUNTY OIL COMPANY	3,555.55										
13	BOONVILLE READY MIX	608.29										
14	BOSWELL, BILL R SR	93.5										
15	BOWLING, TIMOTHY	61.73										
16	BRANDT, ALVIN J	34.08										
17	BRUEMMER, HENRY P	19,406.52										
18	BURKE, GARY L	75.09										
19	BURKEMPER, THOMAS B	41.12										
20	C R ENGLAND, INC	25.5										
21	CASS COUNTY ROAD & BRIDGE	3,530.63										
22	CATO, BRIAN D	726.33										
23	CHADWICK, DONALD M	32.14										
24	CHAMBERS, JOE W	66.56										
25	CLARK, JAMES T	35.35										
26	CLINTON READY MIX	25.5										
27	COLEMAN, VIRGIL	168.78										
28	COX, DAVID P	17										
29	CRUMBAKER, KARL	126.87										
30	DAVIS, MERLE	116.79										
31	DEAVER, DONALD	34										
32	DECKARD, DON SR	81.6										
33	DEESER, JERRY	47.09										
34	DELTA CONCRETE INC	295.57										

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The data is now available in Excel.